

### CO-PAY AND DEDUCTIBLE POLICY

We ask that all office visits and services be paid for at the time they are provided. The exceptions to this are patients covered by companies with whom we have signed participating agreements. If your insurance is an HMO, you are required to obtain an authorization from your primary care provider, your family physician, or nurse practitioner before we can see you. This would allow us to see you during a specific time period and for a specific number of visits. It is extremely important that we know this information before your appointment. We will make every effort to help you with this. If we do not have an authorization at the time of your visit, you will be asked to sign a waiver that makes you responsible for services performed on that day. If you do not wish to sign the waiver, your appointment will be rescheduled. **Please come prepared to pay your co-pay whenever you are seen.**

For non-HMO insurances with whom we participate, **please come prepared to pay your co-payment and deductibles.** Arrangements can be made when expenses require installment payments. If you need to discuss a budget plan, please contact our billing department before your initial appointment and any time thereafter, if the need arises.

I have read and understand this policy and accept the responsibility of its terms.

Patient \_\_\_\_\_

Signature Date \_\_\_\_\_